



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Georgia Bureau of Investigation Investigative Division Crime Prevention Unit 1001 International Boulevard Atlanta, Georgia 30354	Application Number 79-20	
Application Number		Date Received FEB 13 1979	Date Completed FEB 16 1979
2. Person to Contact Frances Cobb		Working Title Project Coordinator	Telephone Number 766-0231
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1976	Latest Present	5. Records Series Title (followed by title used in office, if different) Crime Prevention Unit Subject Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Crime Prevention Unit, under the Investigative Division of the GBI, operates on a state-wide basis providing training and support for local law enforcement agencies and the public in the field of crime prevention and provides public information and education programs throughout the State. Through a network of Special Agents in the 13 Regional Offices in the State, the Unit is responsible for training police and sheriffs' departments in the area of crime prevention; making public presentations to promote crime awareness and prevention to civic organizations, school groups and other interested citizens at schools, arts and crafts festivals, county fairs, shopping centers, etc.; making residential and commercial security surveys; developing and dispensing appropriate brochures, pamphlets and a monthly newsletter; and providing other special services such as publication of a statewide crime prevention directory, a speakers bureau, operating a Mobile Crime Prevention Exhibit and specially designed crime prevention projects such as the Anti-Smuggling Program, the Georgia Farm Equipment Marking Program and security guidelines for State Food Stamp Outlets, State Welcome Centers and other State facilities.			
7. Record Series Description Documents relating to: administering the Crime Prevention Unit. Included are: Grant Applications (made to the State Crime Commission for LEAA funding); quarterly, semi-annual, and annual reports to the State Crime Commission; drawings and blueprints of the Mobile Crime Prevention Exhibit; brochures, pamphlets, and a monthly newsletter entitled "The GBI on Crime Prevention"; mailing lists; copies of press releases and radio spots; correspondence to and from civic clubs, schools, law enforcement agencies, and the general public concerning crime prevention awareness and methods; various forms used in training; and exhibit critiques completed by citizens. File is arranged: Subject File is arranged by fiscal year; thereunder, alphabetically; printed material is arranged by calendar year.			
8. Monthly Reference Rate		How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____? PRESENT ACCUMULATION: 6 cu.ft. & odd size posters and visual displays.	
9. Annual Rate of Accumulation of Records Letter-size drawers <u>4</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? - If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 5 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | 3 _____ years. |
- 42 U.S.C. 3769; 42 U.S.C. 5672

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify) _____

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>B E Londer</i>	<i>2/7/79</i>	<i>Karen Mitchell</i>	<i>2/7/79</i>
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	<i>2-15-79</i>
		Secretary of State/Designee	<i>2-13-79</i>
		Attorney General/Designee	<i>2-15-79</i>